

## **PART 206 BOARD MEETINGS**

### **Section**

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### **Section 206.10 Request for Board Action**

- a) All persons who seek Board action shall submit a request or application to the Board in writing no later than 15 calendar days before the date of the Board meeting at which the request or application is to be heard. To allow for distribution to the Board members and staff, copies of any additional materials must be submitted to the staff at least 7 calendar days prior to the meeting. Materials received after the deadline will not be accepted unless late submission is approved by the Executive Director.
- b) This Part shall not apply to requests for hearings under 11 Ill. Adm. Code 204 or to applications for the conduct of race meetings conducted pursuant to 11 Ill. Adm. Code 205.

### **Section 206.20 Board Meeting Agenda**

- a) The Board shall prepare for each Board meeting an agenda. The agenda shall constitute notice of the matters to be heard by the Board at that meeting. Copies of the agenda shall be made available free of charge to all interested persons.
- b) The Board may take action on matters that do not appear on the agenda only if the Board finds that an emergency exists and that such an emergency could not have been anticipated. However, the Board shall neither amend its Dates Order (e.g. change of dates, change of hours, or matters relating to purses) nor waive the applicability of any of its rules or regulations unless notice of the matter appears on the printed agenda.

### **Section 206.30 Annual Notice of Monthly Meetings**

The Board shall publish on or before January 1 its tentative schedule of monthly Board meetings for that calendar year. This publication, however, shall not preclude the Board from changing the date of a meeting when necessary to achieve the attendance of the maximum number of Board members. The Board will notify all interested parties whenever a meeting date is changed.

## **Section 206.40      Public Participation**

- a) Interested parties may submit written materials on any agenda matter in advance of the Board meeting. To allow for distribution to the Board members and staff, copies of all material must be submitted to the staff at least 7 calendar days prior to the meeting. Materials received after the deadline will not be accepted unless late submission is approved by the Executive Director.
- b) Interested parties wishing to speak at a Board meeting on a specific agenda matter shall notify Board staff at least 7 calendar days prior to the meeting of their name, address and subject matter. Persons shall have the right to speak before the Board during the specific time specified within the agenda's order of business. Each speaker shall limit his/her discussion to his/her subject and shall keep his/her presentation to five minutes or less, unless extended by the Chairman.

## **Section 206.50      Board Members**

If a quorum of Board members is physically present at an open meeting, a majority of the Board may allow a Board member to attend the meeting telephonically if the member cannot otherwise attend because of personal illness or disability, employment obligations, other business of the Board, or a family or other emergency. In these instances, the Board member who wishes to attend telephonically will notify the Executive Director before the meeting, unless advance notice is impractical.

SOURCE: Adopted at 5 Ill. Reg. 10331, effective September 25, 1981; codified at 5 Ill. Reg. 10878; amended at 18 Ill. Reg. 7407, effective April 29, 1994; amended at 36 Ill. Reg. \_\_\_\_\_, effective June 1, 2012.